

## Project Worker

PW - 2021- 001

**Schools  OUT UK**

Registered Charity No. 1156352

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**Hours:** 18 hours per week **Salary:** £18 per hour **Location:** Home Working

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**Contract:** Offered on a self-employed basis for 14 weeks

**You will need to be self employed and have UTR self assessment registration number and eligible to work in the UK (if you are from the EU you will need to provide a copy of your pre-settled or settled status).**

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**Reports to:** Sue Sanders, Chair of SOUK Management Committee

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### **About Schools OUT UK**

Schools Out UK (SOUK) is the UK's LGBT+ education charity, beginning life as The Gay Teachers Association in 1974. We have undertaken pioneering work to make our schools and educational institutions safe spaces for our LGBT+ communities. Working with teachers, lecturers and trainers; pupils and students; parents; teaching and learning support staff there is no other organisation that supports such a wide community in attaining such a simple but vital goal.

We campaign on LGBT+ issues as they affect education and those in education. We also take part in research, debate and curriculum development on LGBT+ people and issues. We engage with stakeholders such as the Department for Education, OFSTED, The Equality and Human Rights Commission, local authorities and academies; teaching and other trade unions and any other stakeholders in the education process when and where relevant. Schools OUT UK has also founded LGBT+ History Month UK and the Classroom and is affiliated with OUTing the Past.

### **About this Role:**

SOUK, having previously relied on donations, badge sales and fees, is delighted to have secured our first grant. This funding comes at a vital time when due to the Covid-19 pandemic our normal ways of working have had to undergo a radical redesign, moving entirely into the virtual space.

We are looking to appoint a highly organised, motivated, tech savvy project worker who can both work well under direction but also brings initiative and drive to ensure the organisation fully embraces and embeds this new way of working whilst ensuring the quality and impact of our work remains to the highest standards.

The role will be line managed and work closely with Schools OUT UK Chair (Professor Emeritus Sue Sanders) supporting Sue in the effective and efficient running of the organisation's administrative systems and day to day activities.

You will play a key role in responding in supporting the delivery of a wide range of activities.

Whilst this initial contract is fixed term (for 14 weeks) we will be working hard to build on our first successful funding application. We are looking to attract further funding for what we see as a key role to support Schools Out UK in its next exciting stage of its development into our 50<sup>th</sup> year of working to ensure all LGBT+ young people have safe educational spaces to learn and flourish.

### Person Specification

Experience and knowledge	Essential (E) or Desirable (D)
Demonstrable experience of a using technology and a range of platforms and content management systems (Office 365; Zoom; Mailchimp; Survey monkey; Kahoot, Google docs, etc) to engage and deliver activities to diverse audiences.	Essential Criteria
Experience of delivering projects and maintaining project documentation	Essential Criteria
Experience of resource and information that engage and provide accessibility to diverse audiences.	Essential Criteria
Experience of engaging and maintaining relationships with external suppliers and stakeholders.	Essential Criteria
Demonstrable organisational skills, with the ability to prioritise and multi-task.	Essential Criteria
Knowledge of the issues facing LGBT+ people and communities.	Essential Criteria
Experience or knowledge of the voluntary sector	Desirable Criteria
Experience or knowledge of the education sector	Desirable Criteria
Experience of developing and/or delivering training	Desirable Criteria
Experience of facilitating digital events and/or conference	Desirable Criteria

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## Job Description

At the direction of the Chair and in collaboration with them and other members of the SOUK team:

- Undertake an accessibility audit and implement recommendations to ensure that all of our digitilised events and resources are accessible and inclusive.
- Undertake targeted outreach and engagement to increase the submissions and participation at events from under-represented and intersectional groups BAME LGBT+ people, disabled LGBT+ people.
- Support the development of information resources to educators with virtual CPD (Continuous Professional Development).
- Provide and promote accessibility to teachers, educational leaders and wider stakeholders to online events and teaching resources such as the Classroom
- Undertake a skills assessment of our Management Committee and identify any training needs required to strengthen our digitilised understanding.
- To coordinate safeguarding training for our Trustees, Management Committee and volunteers
- To collect data on the number of attendees and organisation hosting LGBT+ History Month events.
- To assist in the recruitment of additional volunteers to support the work of the organisation. Including:
  - To place and promote recruitment adverts via websites, networks and social media.
  - To forward queries to appropriate SOUK team members.
  - To process applications for the recruitment panel.
  - To set up interviews and support the chair of the interview panel as requested.

**General Project Work:**

- To monitor and respond to incoming emails. Fielding emails to relevant people in SOUK.
- To provide support and help coordinate SOUK events [booking venues, ordering resources etc].
- Assist in researching quotes for organisational resources and placing orders when needed.
- To attend internal meetings and take minutes when required.
- To support the chair, as needed and support chair with day to day administrative tasks as required to ensure the efficient running of organisation.